

EPA United States Environmental Protection Agency Washington, DC 20460		Work Assignment Number 3 47								
Work Assignment		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-W-10-002		Contract Period 11/19/2009 To 09/19/2014 Base Option Period Number 3								
Contractor: INDUSTRIAL ECONOMICS, INCORPORATED		Title of Work Assignment/SF Site Name Sustainable Manufacturing Supp								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Specify Section and paragraph of Contract SOW Element 1: Planning and Management Support pg 4-8 Period of Performance From 09/20/2012 To 05/31/2013								
Comments: The purpose of this action is to initiate work Assignment (WA) 3-47 which continues but does not duplicate work previously performed under WA 2-47.										
<input type="checkbox"/> Superfund		Accounting and Appropriations Data								
<input checked="" type="checkbox"/> Non-Superfund		Note: To report additional accounting and appropriations data use EPA Form 1900-69A.								
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 11/19/2009 To 09/19/2014		Cost/Fee LOF:								
This Action										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee: LOE:								
Cumulative Approved:		Cost/Fee: LOE:								
Work Assignment Manager Name: Chris Reed		Branch/Mail Code:								
_____ (Signature) (Date)		Phone Number: 202-566-0606								
Project Officer Name: Cheryl R. Brown		FAX Number:								
_____ (Signature) (Date)		Branch/Mail Code:								
Other Agency Official Name:		Phone Number: 202-566-0940								
_____ (Signature) (Date)		FAX Number:								
Contracting Official Name: Stefan Martiyan		Branch/Mail Code:								
_____ (Signature) (Date)		Phone Number: 202-566-1987								
_____ (Signature) (Date)		FAX Number:								

Work Assignment SOW

Title: **Sustainable Manufacturing Support**

Contractor: IEc, Inc.

Contract No.: EP-W-10-002

Work Assignment Number: 3-47

Estimated Period of Performance: September 18, 2012 – May 31, 2013

Estimated Level of Effort: 386.50 hours

Key EPA Personnel:

Work Assignment COR (WA COR):

Christopher Reed

Office of Strategic Environmental Management; 1807T

202-566-0606

202-566-2200

Contract Level COR:

Cheryl R. Brown

Office of Policy (1805T)

202/566-0940

202/566-3001 (fax)

Background and Purpose:

The purpose of this work assignment is to provide further implementation and support of tools developed under work assignment 2-4 under contract EP-W-10-002. The contractor shall not duplicate work performed under these work assignments.

Under the previous work assignments, the contractor developed multiple innovative toolkits to assist industry members in streamlining their operations and improving performance in terms of energy and environmental savings. Under this work assignment, the contractor shall build upon lessons learned and assist with development of new tools in order to maintain our current forerunner status in research and development in this arena.

EPA's Lean & Environment Initiative began in 2003 and is currently the preeminent source of information for companies looking to integrate environmental considerations into their preexisting lean programs. Over the past seven years, we distributed over 5,000 publications across the country and had materials republished or quoted on five continents.

Quality Assurance (QA) Requirements

Check [] Yes or [x] NO, if the following statement is true or false. The Contractor

shall submit a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models with their technical proposal.

Work Assignment CORs will provide additional information here, if **Yes** is checked above

No environmental data will be collected for this work assignment. All data will be related to lean manufacturing, how it applies to facilities and what we can do to integrate environmental ideas into what they are already doing. No modeling will be done.

Tasks and Deliverables:

The WA COR will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WA COR's comments.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

The contractor shall not duplicate work performed in the previous work assignment(s).

Task 1 - Prepare Workplan - COMPLETED

The contractor shall prepare a workplan within 15 calendar days of receipt of a work assignment signed by the Contracting Officer. The workplan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, a detailed cost estimate by task and a staffing plan. The WA COR, Contract Level COR and the CO will review the workplan. However, only the CO can approve/disapprove the workplan. The contractor shall prepare a revised workplan incorporating the Contracting Officer's comments, if required.

1a. Workplan within 15 calendar days of receipt of work assignment.

1b. Revised workplan within 5 calendar days of receipt of comments from the Contracting Officer, if required.

Task 2 - Support Sustainable Manufacturing Research - (INCOMPLETE) [Element 1: Planning and Management Support, page 4-8 of SOW]

The contractor shall support sustainable manufacturing research efforts through continued development of tools, outreach and communications. Tasks shall include the

following:

- Development of case studies focused on documenting best practices and integration of environmental considerations into various manufacturing models, including lean manufacturing. Case studies shall be developed as a result of site-visits to partner facilities, participation in implementation events, as well as phone interviews and other information-gathering activities. Approximately eight technical directives should be expected upon identification by WAM of participating organizations.
- Support EPA's outreach efforts through networking with sustainability experts and associations, and supporting the website.
- Support for EPA's partnerships with lean practitioners, lean experts, consultants, publishers, industry associations and technical assistance organizations, and maintenance of this network. This may include the facilitation of a meeting of some or all of the partnerships working with EPA under this effort, at the written request of the WAM (by electronic mail).

Deliverables and schedule under Task 2

2a. Implementation and support within 14 calendar days of receipt of the WAM's written request (by electronic mail)

**Task 3 - Development of Web-related Outreach Materials - (INCOMPLETE)
[Element 1: Planning and Management Support, page 4-8 of SOW]**

The contractor shall assist in the development of new outreach materials utilizing their graphic and web design expertise. Past design templates and graphics will be used in the new outreach materials. This will include but not be limited to designs and language for a new sustainable manufacturing website to be used by an inter-agency committee chaired by EPA.

Deliverables and schedule under Task 3

3a. General support in developing web content with minimum 7 day advance notice from WAM

Task 4 - Development of Outreach Materials related to Lean uses in POTWs - (INCOMPLETE)

[Element 1: Planning and Management Support, page 4-8 of SOW]

- Develop outreach materials related to utilities management work under the previous work assignment. These outreach materials may include power-point presentations and webinars.

Deliverables and schedule under Task 4

4a. Development and delivery of webinar related to effective utilities management

- (EUM) within 14 days of receipt of the WAM's written request
- 4b. Develop follow-up materials from the webinar in 4a within 14 calendar days of receipt of the WAM's written request (by electronic mail)

Summary of Deliverables and Dates:

- 1a. Workplan within 15 calendar days of receipt of work assignment.
- 1b. Revised workplan within 5 calendar days of receipt of comments from the, if required.
- 2a. Implementation and support within 14 calendar days of receipt of the WAM's written request (by electronic mail)
- 3a. General support in developing web content with minimum 7 day advance notice from WAM
- 4a. Development and delivery of webinar related to effective utilities management (EUM) within 14 days of receipt of the WAM's written request
- 4b. Develop follow-up materials from the webinar in 4a within 14 calendar days of receipt of the WAM's written request (by electronic mail)

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

3-47

☐ Other ☐ Amendment Number:

Contract Number

EP-W-10-002

Contract Period 11/19/2009 to 09/19/2014

Base

Option Period Number 3

Title of Work Assignment/SF Site Name

Sustainable Manufacturing Supp

Contractor

INDUSTRIAL ECONOMICS, INCORPORATED

Specify Section and paragraph of Contract SOW

Element 1: Planning and Management Support pg 4-8

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 09/20/2012 To 05/31/2013

Comments:

The purpose of this action under Work Assignment (KA) 3-47 is to approve the contractor's work plan dated October 24, 2012 for Option Year 3 with an estimated cost of (b)(4) Fixed fee of (b)(4) for a ceiling of \$35,671.20 and 336.9 level of effort hours for this KA.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO
(Max 2)

Note: To report additional accounting and appropriations data use EPA Form 1900-69A

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

11/19/2009 To 09/19/2014

Cost/Fee:

100%

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated: 10/24/2012

Cost/Fee: \$35,671.20

LOE: 377

Cumulative Approved:

Cost/Fee: \$35,671.20

LOE: 377

Work Assignment Manager Name: Chris Reed

(Signature)

(Date)

Branch/Mail Code:

Phone Number: 202-566-0606

FAX Number:

Project Officer Name: Cheryl R. Brown

(Signature)

(Date)

Branch/Mail Code:

Phone Number: 202-566-0940

FAX Number:

Other Agency Official Name:

(Signature)

(Date)

Branch/Mail Code:

Phone Number:

FAX Number:

Contracting Official Name: Stefan Martivan

(Signature)

(Date)

Branch/Mail Code:

Phone Number: 202-566-1987

FAX Number: